

Stephen Laurence Gordon Jr.

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PROFESSIONAL EXPERIENCE

U.S. Chamber of Commerce

Washington, D.C.

Manager of Corporate Relations

September 2015 - Present

- Develop, manage and implement an annual strategic fundraising plan to retain and grow a portfolio of 90+ corporate member accounts totaling over \$10 million in contract value.
- Manage the fundraising efforts of the U.S. Chamber's Of Counsel including scheduling and staffing prospect meetings with C-suite executives.
- Guide new members through the induction process from cultivation to closing and integrating into Chamber programs and initiatives.
- Serve as the primary contact to 90+ member companies and maintain positive Chamber relations with their executive and government relations teams.
- Organize and lead comprehensive corporate briefings to prospective and existing member companies in order to encourage increased participation in Chamber efforts by expanding investment.

Odell, Simms & Lynch, Inc.

Tysons Corner, VA

Account Manager

January 2015 - September 2015

- Managed large scale fundraising campaigns for clients including The National Coast Guard Museum Association.
- Served as the main point of contact for clients by responding to inquiries, emailing pertinent information and coordinating team administrative matters on a daily basis.
- Oversaw an account team of four people regarding daily fundraising and administrative activities.
- Coordinated with research team to identify major donor prospects including corporations, foundations and high-net worth individuals.
- Interfaced with prospective donors, networkers, board members and clients via phone, email, and face-to-face meetings.
- Developed letters, concept papers, proposals, grant materials and marketing materials for a variety of clients.
- Provided ongoing status reports to senior leadership on prospect pipelines and other client-related activities.
- Managed and updated database of all prospects and client-related information using SugarCRM.

Highwood Capital, LLC

Washington, D.C.

Account Executive

March 2012 - December 2014

- Served as the Deputy National Finance Director for Montana At-Large Congressman Steve Daines' successful U.S. Senate race, raising over \$2 million in 4 quarters.
- Served as the Deputy National Finance Director for Nebraska U.S. Senator Deb Fischer's successful U.S. Senate race in 2012, raising over \$1 million in less than 6 months for her General election campaign.
- Served as the Deputy National Finance Director for Kansas U.S. Senator Pat Robert's successful re-election bid, one of the top targeted races in the country, raising \$500,000 in just 6 weeks and a total of \$1.5 million in 6 quarters.
- Prepared and finalized planning memorandum and strategy documents in execution of overall finance strategy and strategic plan through coordination with C-suite executives.
- Represented the American Tort Reform Association interfacing with the organization's CEO, Tiger Joyce and key staff members in planning and executing a full-scale corporate development program for their annual membership and key projects including Trespass Liability, Consumer Protection Act, Judicial Hellholes, among other key tort reform areas.
- Consulted PGA America and its PGA REACH Program in the formulation and execution of a communications and fundraising plan to enhance brand awareness and raise funds from national sources and investors.
- Worked with Monumental Sports regarding business development and the execution of sales programs through structuring business and stakeholder partnerships with the teams and its associated venues including the Verizon Center.

Office of U.S. Senator Richard G. Lugar

Washington, D.C.

Senate Intern

June 2010 - August 2010

- Attended Foreign Relations Committee hearings and compiled policy memos for top legislative staff members.
- Interacted with constituents daily to convey and explain the Senator's policy positions and legislative priorities.

EDUCATION

University of Mississippi

Oxford, MS

Bachelor of Arts, History

December 2011

Landon School

Bethesda, MD

September 2000 - May 2007